

301111/21/02

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: SENIOR PARK RANGER**

**DEFINITION**

Under general direction, to schedule, monitor, and perform a variety of duties and assignments related to public relations; to patrol and monitor activities in parks and related facilities; to develop and coordinate a volunteer ranger program; to develop and implement a park ranger training program; and to do related work as required.

**REPORTS TO:** Park Superintendent

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Park Superintendent, or designee. Exercises lead supervision over Park Rangers in assigning, monitoring, and controlling work assignments.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Schedule, monitor, and control the work assignments of Park Rangers.
- Develop, implement, and monitor a successful training program for Park Rangers; participate in the evaluation of Park Rangers.
- Make recommendations to immediate supervisor as it relates to Park rules, City ordinances, and departmental policies governing parks.
- Develop and coordinate volunteer programs with various groups including the development of a volunteer ranger program.
- Patrol assigned parks.
- Meet and greet the public, answer inquiries, and give directions to park patrons.
- Report to Park Superintendent regarding activities and concerns within the park.
- Participate in Park and Recreation activities and recreation programs as assigned.
- Monitor and assist as needed with special programs and activities sponsored by the Police Department.
- Work with community groups to educate and develop an understanding of the significance of parks, park environment, and recreation programs.
- Provide, when required, lectures, presentations and guided tours of Park and Recreation facilities to special organizations and public groups.
- Open and close facilities as scheduled.
- Maintain daily records and activities.
- Administer C.P.R. and first aid as needed.
- Write citations when authority is granted by the Chief of Police.

## QUALIFICATIONS

### Knowledge of:

- Organization and functional responsibilities of the Police and Park and Recreation Departments.
- Open spaces, regional recreational trails, and environmental issues.
- Park and park facilities.
- Record keeping and reporting procedures.
- Applicable City ordinances and state laws.
- Proper citation and patrol procedures.
- First aid procedures and techniques.
- Computers and applicable software programs.

### Ability to:

- Establish and maintain effective working relationships with the public and fellow employees.
- Cope with emotionally tense situations and deal tactfully and effectively with the public.
- Make public presentations.
- Use two-way radio.
- Prepare accurate reports and maintain accurate records.
- Assign, monitor, and evaluate the work of others.
- Operate a personal computer and applicable software programs.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate Arts degree from an accredited college or university with major work related to police science, recreation, or sociology. A Bachelor's degree in environmental science, natural resources, or park administration is highly desirable.

Experience: Four years of increasingly responsible experience as a Park Ranger performing assignments related to public relations and in patrolling and monitoring activities in parks and related facilities.

### MEDICAL CATEGORY: 1

### NECESSARY SPECIAL REQUIREMENT

Possession of a valid, Class "C", California Motor Vehicle Operator's license, and possession of a level three P.C. 832 Peace Officers and Training (P.O.S.T.) certificate.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Senior Park Ranger

**TO:** Police Officer